

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: ACCOUNTANT V –  
Classification and Records

SALARY GROUP: B21

DEPARTMENT: Classification and Records

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Joni M. White DATE: 03/03/2015

POSITION #: 029321

**I. JOB SUMMARY**

Performs highly complex accounting work. Work involves preparing and overseeing the preparation of financial analyses and reports; establishing, maintaining, and overseeing accounting systems, procedures, and controls; preparing and overseeing the preparation of agency budgets; and supervising the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Plans, organizes, and directs programs to control the financing of divisional operations to include material and property management, inventory and disbursement of office supplies and fixed asset repairs, and maintenance agreements; and performs and coordinates fiscal functions to include accounting, budgeting, and purchasing.
  - B. Develops methods for the control of cash receipts, deposits, and disbursement, purchase of services, supplies, and equipment, and documentation of claims for payment; and oversees the development and use of audit and control procedures to determine compliance with agency policies, plans, and procedures and state and federal statutes.
  - C. Assists in overseeing the detailed reporting of expenditures and encumbrances made by the various operation units; directs the allocation of state and federal funds to divisional operating programs; directs the maintenance of the operating budget through centralized purchasing and disbursement; and oversees the preparation of financial reports and budget requests.
  - D. Assists with formulating and revising divisional policies regarding the use of operating funds; and determines the reliability of divisional accounting records and ensures proper accountability of agency assets.
  - E. Supervises the work of others; and provides training to program staff within the program area.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Accounting, Business Administration, Finance, or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning accounting, budget analysis, financial auditing, or financial operations experience.
3. Experience in the supervision of employees preferred.
4. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

**B. Knowledge and Skills**

1. Knowledge of finance administration and fiscal accounting.
2. Knowledge of governmental accounting and budget control methods pertaining to fiscal operations.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to direct complex accounting programs.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in problem-solving techniques.
9. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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10. Skill to review technical data and prepare technical reports.
11. Skill in public address.
12. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
13. Skill to train and supervise others.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.